

**How to Query USIIS on the Web: WebKIDS Lite**  
**(For authorized users only)**

1. Click on the browser (Internet Explorer 5.0 or Netscape Navigator 4.6 or better)  
Go to Address: [www.usiis.org](http://www.usiis.org). Then click on WebKIDS Lite.
2. The login screen will come up.  
Type in your clinic number or name (tab)  
Type in your user ID (tab)  
Type in your password (enter or click on login)
3. Enter information in the “Search Value” section:  
To make a query from USIIS, you must know at least the patient’s first name, last name, and birth date. Use the name of the patient that is on the patient’s birth certificate. After you have entered a field use the tab key to move to the next field. Enter the birth date by using all four digits for the year of the birth date (format: mm/dd/yyyy). After you have entered the correct name and birth date press the tab key again. The tab “USIIS Search” will be highlighted. Click on “USIIS Search” to query your record. (The “Reset” button is to clear the screen when you want to enter a new query.)
4. If there is a match, you will see the name or names of patients that matched your query under “Search Results”. Click on the patient you are looking for. The Utah Immunization Record for this patient will appear on the screen. You may print out the Utah Immunization Record by clicking on the printer icon.
5. To return to the search screen close the Utah Immunization Record by clicking on the “x” in the upper right hand corner of the screen or by clicking on “File” in the upper left hand corner and moving the cursor to close.
6. To enter a new query click on the tab labeled “Reset” in the “Search Value” section. Enter the name and birth date for the next patient.

For more information please call the USIIS help desk at 538-6872.